



USING TRANSPONDERS FOR PAYMENT OF FEES ON TOLL ROADS AND BRIDGES

Purpose

This instruction sets forth Meat Grading and Certification (MGC) Branch policy and procedures for use of MGC Branch supplied transponders for travel expenses incurred on toll roads, bridges, etc.

Background

The MGC Branch has acquired transponders, electronic devices that are managed by State Transportation Authority Offices (STAO), to assist drivers who routinely traverse roads, bridges, and byways requiring a toll charge. Transponders are registered by the STAO by vehicle and tag number. Through the use of automation, toll charges are credited against the transponder which is automatically paid with the Government VISA purchase card managed by the Office of Field Operations (OFO).

Policy

It is the policy of the MGC Branch to follow all Government-wide, Department, and Agency regulations and policies that ensure the efficient, effective, and appropriate use of resources.

In MGC Branch work locations where transponders have been acquired for use in GSA vehicles, MGC Branch employees will enter toll facilities using lanes designated for transponders.

Responsibilities and Use

The OFO will:

- acquire the transponders;
- distribute the transponders to appropriate work locations;
- provide instructions on how to install the transponder;
- pay all costs associated for the use of the transponders;

- be responsible for reporting to STAO any changes related to vehicles that are assigned the transponders;
- provide supervisors electronic copies of toll charges by the 10th of each month detailing the previous month's charges.

Supervisors will:

- establish policies and procedures to ensure applicants are billed the proper rate for tolls incurred to provide service. Supervisory personnel shall review on a monthly basis the charges documented on either the Agricultural Products Certificate (Form LS-5-3) or Applicant Charges (Form LS-5-5) against the report of toll charges to ensure proper charges are being applied.

MGC Branch employees will:

- use the transponder only while traveling for official Government business;
- obey all posted speed limits in toll booth lanes;
- notify the OFO if the transponder is transferred to a vehicle other than the one it has been assigned;
- remove the transponder from the vehicle prior to the vehicle's return to GSA;
- notify the OFO if a vehicle with a transponder has a license plate number change;
- notify the OFO immediately if a transponder is lost or stolen;
- notify the appropriate turnpike commission or highway authority and the OFO if the transponder malfunctions.

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